

## State of Nevada PS: Investigation Division

Version Date: 11/30/2016

### **1995005 Audit Records (Informant Account)**

Description: These records are used to monitor the funds of the account established to purchase information and/or evidence (See NRS 480.520). These records may include but are not limited to: Transaction sheets; Request for funds; Expenditure records, including case file numbers, informant's signature, I.D. number as well as authorized approval signatures, etc.

Retention: Retain this record series for a period of three (3) fiscal years from the fiscal year to which it pertains.

Disposition: Destroy Securely

### **2009039 Equipment Checklist**

Description: These records identify equipment issued to each individual within NDI. This record is signed by the individual to acknowledge the receipt of the equipment issued.

Retention: Retain these records for a period of three (3) calendar years from the date the equipment is turned in and accounted for.

Disposition: Destroy Securely

### **2009073 JL (Justice Link) Client User Records**

Description: These records document compliance in the training in the use of the NCIC (National Crime Information Center) and NCJIS (Nevada Criminal Justice Information System) computer information systems. The record may contain but is not limited to: Copies of NCIC/NCJIS training documentation; Compliance correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date of separation from service.

Disposition: Destroy Securely

### **2009040 NCIC and NCJIS Updates**

Description: These records identify technical data and corrections received from the NCIC and NCJIS computer databases. The records consists of newsletters and memorandums from the Federal Bureau of Investigation and US Justice Department.

Retention: Retain these records for a period of two (2) calendar years from the date received.

Disposition: Destroy Securely

### **2009041 NCIC and NCJIS Validations**

Description: These records consist of computer print-outs used to verify data within the NCIC and NCJIS computer databases.

Retention: Retain these records for a period of two (2) calendar years from the date received.

Disposition: Destroy Securely

### **2009036 NDI Vehicle File**

Description: These records are used to document the use and repair history of unmarked vehicles in the possession of the Investigation Division. This record series may contain but is not limited to: Documents which contain a description of the vehicle; Manufacturers, owners and repair manuals; Budget account information, including copies of purchase orders; Service and maintenance records for vehicles, including copies of invoices for labor and parts and routine maintenance logs; Related correspondence.

Retention: Retain these records for a period of three (3) fiscal years following the final disposition of the vehicle.

Disposition: Destroy Securely

## State of Nevada PS: Investigation Division

Version Date: 11/30/2016

### **2010061 NTAC Criminal Research and Statistical Records**

Description: These records document research and analysis where a person was associating with a subject suspected of criminal activity. The record may include, but is not limited to: Personal identifying information; Data sources; Various reports with supportive documentation; Maps, diagrams, photos, blueprints, etc.; Data entries; Access and dissemination log; Risk assessments; Related correspondence.

Retention: Retain these records for no longer than five (5) calendar years from the date of last validation.

Disposition: Destroy Securely

### **2010062 NTAC Temporary Criminal Research and Statistical Records**

Description: These records document research and analysis where a person was associating with a subject suspected of criminal activity and an immediate determination as to the involvement with the subject could not be determined. The record may include, but is not limited to: Personal identifying information; Various reports with supportive documentation; Maps, diagrams, photos, blueprints, etc.; Data entries; Related correspondence.

Retention: Retain these records for no longer than one (1) calendar year from the date of determination.

Disposition: Destroy Securely

### **2010063 NTAC Vulnerability Assessments**

Description: These records document the assessment of vulnerability to criminal activity to physical structures throughout the state. The record may include, but is not limited to: Contact information; Analysis reports with supportive documentation; Copies of security plans; Maps, diagrams, photos, blueprints, etc.; Related correspondence.

Retention: Review annually; destroy records that no longer hold administrative value to the agency.

Disposition: Destroy Securely

### **1985062 Polygraphs: Criminal and Sex Offender**

Description: These records are the polygraph reports of individuals examined during criminal (See NRS 648.197) as well as sex offenders (See NRS 176A.410). The records may include, but are not limited to: Polygraph report, questionnaire, polygrapher question list, recordings, charts and polygrapher notes.

Retention: Retain these records for a period of not less than seventy-five (75) calendar years from the date of the polygraph.

Disposition: Destroy Securely

### **1985063 Polygraphs: Pre-employment and Administrative (Internal Affairs)**

Description: These records consist of polygraph tests given to individuals for pre-employment screening and administrative or internal type testing (See NRS 648.197). The records include, but are not limited to: questionnaire, polygraph reports, polygrapher question list, waivers, recordings, charts and polygrapher notes.

Retention: Retain these records for a period of not less than five (5) calendar years from the date of the polygraph.

Disposition: Destroy Securely

### **2009035 Records Requests**

Description: These records document the information requests received for the history of arrests and/or convictions of individuals.

Retention: Retain these records for a period of one (1) calendar year from the calendar year to which they pertain.

Disposition: Destroy Securely

### **1985059 Report of Interception of Wire and Oral Communications**

Description: These records consist of the "Report of Interception of Wire and Oral Communications." (See NRS 179.515). The records may include but are not limited to: correspondence, data on wire taps, and files from judges, justices and attorneys.

Retention: Retain these records for a period of ten (10) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

## State of Nevada PS: Investigation Division

Version Date: 11/30/2016

### **2009042 Reports - Case Media**

Description: These records consist of audio and/or video recordings and photographs that support reports-cases that have been microfilmed or imaged.

Retention: Retain these records for a period of seventy-five (75) calendar years from the date of the last entry or six (6) calendar years from the confirmed death of the individual, whichever occurs first.

Disposition: Destroy Securely

### **1995004 Reports - Cases**

Description: These records consist of documentation compiled and used in the investigation of fraud, homicide, and other crimes. These records may include but are not limited to: Reports from officers, state-federal-international agencies; Case file reports; Master arrest files; Continuation reports; Informant's files.

Retention: Retain these records for a period of seventy-five (75) calendar years from the date of the last entry or six (6) calendar years from the confirmed death of the individual, whichever occurs first.

Disposition: Permanent: Transfer to State Archives

### **1986012 Reports - Informational**

Description: These records are used to gather information on individuals suspected in the violation of laws. The records may include but are not limited to: Police, FBI and international law enforcement reports; Private/public sources including informants.

Retention: Retain these records for a period of one (1) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

### **2009034 Sealed Records**

Description: These records are used to document the sealing of records. The records may include but are not limited to: Court order sealing the records; Processing sheet; Master arrest reports with associated fingerprints, photos and all related case material.

Retention: Retain the records for a period of seventy-five (75) calendar years from the sealing of the records.

Disposition: Destroy Securely

### **2009037 Warrant File**

Description: These records document warrants on NDI issued violators. The files consist of a copy of the original or certified warrant with NDI related correspondence.

Retention: Merge the closed warrant file with the open/suspended records case file no more than five (5) business days from the date the warrant is removed from NCIC/NCJIS. Records which cannot be merged with a case file may be disposed of when no longer administratively useful.

Disposition: Destroy Securely